

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	<b>DECA-12-09</b>	
		<b>募集締切日：</b> Closing Date	<b>6 Jul 09</b>	
		<b>発行日：</b> Date of Issue	<b>22 Jun 09</b>	
<b>1.職種名 Job title ( 等級 Grade <u>4</u> / 語学等級 LAD <u>0</u> )</b>  <h3 style="text-align: center;">Warehouseman, #2299</h3> <p style="text-align: center;">( 倉庫係 )</p> <p style="text-align: center;">受諾可能な下位等級 Acceptable Trainee Level: 2-3</p> <div style="display: flex; justify-content: space-around;"> <span><input type="checkbox"/> 事務系 Administrative</span> <span><input checked="" type="checkbox"/> 技能系 Blue Collar Trade</span> <span><input type="checkbox"/> 保安系 Security</span> <span><input type="checkbox"/> 医療系 Medical</span> </div>		<b>募集人数</b> No. of Recruitment  <h2 style="text-align: center;">1 名</h2>	<b>4.募集範囲</b> Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 ( 部隊内 ) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant	
<b>2.部隊</b> Activity DeCA, Western/Pacific Region Yokosuka Commissary Retail Operations Division <b>勤務場所</b> Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <span style="float: right;"><input type="checkbox"/> HPT</span> <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( <u>  </u> ヲ月 Months )		
<b>3.勤務時間</b> Work Schedule ( <u>週 40</u> 時間制hrww ) 勤務日 Work Days : 5 days a week 勤務時間 Work Hours 8 hours a day/Rotation Shift within 24 hours operation ( 1 日 8 時間勤務、2 4 時間作業時間内ローテーションシフト制 ) 休憩 Recess Period : 1 hour/day 1 日 1 時間  <div style="display: flex; justify-content: space-around;"> <span><input checked="" type="checkbox"/> 夜勤 Night Shift</span> <span><input checked="" type="checkbox"/> 残業 Overtime</span> <span><input type="checkbox"/> 出張 Business Travel</span> </div>				
<b>6.職務内容</b> Duties  <p style="text-align: center;">See attached task list.</p>				
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements a. Knowledge of retail material handling methods. 流通商品の取り扱いの知識。 b. Skill in operating material handling equipment such as pallet jacks. パレットジャッキ等の機器を取り扱う技術。 b. Ability to lift heavy items. (Up to approximately 70 pounds/32kg) 32kg までの物を持ち上げられる事。 c. Ability to check against accompanying documents and make physical inventory of items. 添付書類に照らし合わせ検査が出来、在庫目録等を作成出来る事。 d. Ability to work in the freezer (approx. -4F° or -20C°) and refrigerator (approx 40F° or 5C°). 冷凍庫 (-20C°)、冷蔵庫 (5C°) 内での作業が出来る事。  * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level.  * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
<b>英語力</b> English Language Proficiency : <input checked="" type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>				
<b>学歴</b> Educational Background : N/A		<b>免許証／修了証</b> License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input type="checkbox"/> 英語で English <input checked="" type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		Works on rotation shift within 24 hours operation, including night shift, weekends and holidays. (24 時間営業時間内ローテーションシフト制、夜勤、週末、祝日勤務あり)
9. 応募書類提出先 Office to Submit  内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.):  （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.  <b>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:</b> 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132)  <b>2. 外部（非従業員）提出先 Off Base Applicants must submit to:</b> 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
10. 事務処理欄 For Official Use		
募集部隊担当者 Activity POC : DeCA OSDOD		軍電 (DSN) 243-7562
PD No.: DECA-ROD-016	PD is accurate and current. Certified by Activity: sk6/18/09	HRO: (rcvd: 6/18) jt 6/18

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
 提出された応募書類はお返ししません Submitted applications will not be returned.

## Task list for Warehouseman

The purpose of this position is to perform a variety of duties involved in the ordering, receiving, handling, marking, preparing, displaying and maintaining stock levels of resale items. Works in one or more sections within the store (e.g. grocery, warehouse, produce, etc.).

1. Organizes proper display areas within the commissary for merchandise. Determines amount of shelf space requirements for new items or increased quantities. Estimates requirements for perishable and semi-perishable food items. 10%
2. Receives supplies, perishable, semi-perishable, and nonperishable resale items in the receiving area of the commissary. Conducts physical inventory of items by checking the shipment against the purchase request, freight bill, and shipping manifest. Visually checks and matches the contents of shipment against the appropriate documents for verification of description, nomenclature, size, case pack, and quantity received. Any deficiency, discrepancy, or damage incident to shipment is annotated on all documents and reported promptly to the supervisor or other responsible person according to established procedure. Uses carts and manual or electric pallet jacks or other similar device to unload merchandises from trucks or van, transport them to appropriate warehouse, storage, and sales area. Loads merchandises, unpacks and places stock in appropriate temporary or permanent storage locations. Breaks down cases as they are empties and removes cardboard and garbage from the store. Loads cardboard into bailer and activates. Assists in tying off completed bails of cardboard and removes from bailer, as requested. 50%
3. Visually observes merchandise to assure proper stock levels, uncluttered aisles, removal of broken items or containers, safe stacking of items and cases, proper temperatures for refrigerated displays, and return of items moved by customers to proper place. Takes proper action accordingly. Replenishes depleted shelf stock with incoming items or by obtaining stock from storage area and transporting to shelving or display area. Arranges stock on shelves or display counters in a neat and orderly manner, by commodity, brand and size, and rotates stock on basis of pull dates and freshness. Continually checks for damaged, spoiled, or out-of-date merchandise and brings to the attention of the supervisor and/or food inspector. Affixes selling price labels generated by computer or handwritten to the shelf for the commissary patron to see, removing old price labels and promotional signs, as required. Participates in inventories. Answers customer's questions regarding location and price of specific items or whether certain items are in stock. 30 %
4. Cleans up broken and spilled items and cleans any item(s) in display cases that require cleaning prior to stocking. Cleans shelves/display areas on a regular basis. Performs all sanitation tasks in accordance with DeCA directives. 5%
5. Performs other related duties as assigned.

\* The work is performed in:

- 1) Display area in the store which is well-lighted and maintained at a comfortable temperature.
- 2) Storage, warehouse, or receiving area which may expose to possibility of injury by falling objects and lifting.
- 3) Refrigerator and freezer area which may expose to cold in storing or obtaining items in refrigerated room (Freezer: approx. -4F° or -20C°, Chill box: approx 40F° or 5C°).

\*\*May require to lift heavy items, up to approximately 70 pounds/32kg.